



## **Transfer/Promotional Opportunity Recreation Inventory Supply Clerk (Milwaukee Public Schools)**

**PURPOSE:** Receive, order, store and disburse materials, supplies and equipment. The Recreation Inventory Supply Clerk will manage an automated inventory system; operate material handling equipment (including an electric pallet jack and forklift truck), and fill and deliver orders to users for the operation of a multifaceted recreation system.

### **ESSENTIAL FUNCTIONS:**

- Manages Milwaukee Public Schools (MPS) Recreation Division Supply Warehouse.
- Maintains accurate inventory of Recreation Division items stocked at the Recreation Supply Warehouse, and at multiple offsite locations (recreation field houses, school based community centers, and other locations).
- Packs and unpacks items to be stocked on shelves in warehouse or prepare for distribution to remote sites.
- Stores warehouse items in an orderly and accessible manner.
- Issues or distributes materials and supplies to co-workers, based on documentation from incoming requisitions.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, and excellent customer service.
- Manages automated inventory management system and maintains proper inventory levels. Forecasts future stock needs based on previous orders.
- Inspects, cleans, repairs, and maintains athletic equipment, first aid kits, art supplies, and other items.
- Determines proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Maintains accurate records on the use and/or damage of inventory. Recommends disposal of excess, defective or obsolete stock.
- Prepares and maintains records and reports of inventories, price lists, shortages, shipments, expenditures and goods used or issued.
- Purchases new or additional supplies and equipment, or prepares documents that provide for such purchases.
- Prepares products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
- Delivers supplies and equipment to locations throughout the City of Milwaukee.
- Marks supplies and equipment using identification tags, stamps, electric marking tools or other labeling equipment.
- Actively supports the MPS Strategic Plan.
- Performs other duties and responsibilities as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee or Milwaukee Public Schools employee. (***Only Civil Service employees can apply for this position.***)
2. Valid Driver's License at time of appointment and throughout employment. A Commercial Driver's License (CDL) will be required within six months of appointment.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to operate an automated inventory and record keeping system
- Ability to communicate effectively, both orally and in writing
- Ability to identify best practices for the purchase and pricing of items
- Ability to work cooperatively with others

***Recreation Inventory Supply Clerk (MPS)***

- Knowledge of inventory management and control, and stockroom methods and practices
- Knowledge of Microsoft Windows, spreadsheet, and word processing software
- Ability and willingness to lift, move and transfer 50 pounds on a regular basis

**THE CURRENT SALARY IS:** \$42,913 to \$50,389 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral and performance examinations or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**APPLICATION PROCEDURE:** You may obtain application as follows: 1) in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells Street, Milwaukee WI 53202-3554, 2) by visiting our web site at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs): or 3) by calling 414-286-3751.

*All completed applications should be returned to: Janet Cleary, Milwaukee Public Schools, Office of Classified Staffing, 5225 W Vliet Street, Room 128, Milwaukee WI 53208 by **October 1, 2010**. Receipt of applications may be discontinued any time after this date. Note: A resume does not substitute for the required application; however, you may attach one if you wish.*